UNITED STATES GOVERNMENT

2- Way Memo

Subject:

DATE OF MESSAGE

DATE OF REPLY

INSTRUCTIONS

Use routing symbols whenever possible. SENDER:

Forward original and one copy. Conserve space.

RECEIVER:

Reply below the message, keep one copy, return one copy.

5027---101

-FOLD-

USE BRIEF, INFORMAL LANGUAGE

BEST COPY -

NO TEXT WITH

DOCUMENT.

From:

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